

DIRECTOR, SENATE BUDGET AND EVALUATION OFFICE
GEORGIA STATE SENATE
ATLANTA, GEORGIA

The Georgia State Senate is seeking qualified candidates for the position of Director, Senate Budget and Evaluation Office (SBEO). The mission of the SBEO is to support an informed, policy-driven budget process in the Georgia State Senate.

The incumbent provides fiscal and budgetary expertise to the State Senate and manages all aspects of the SBEO including establishing Office vision and goals, managing external affairs, and overseeing the day-to-day operations of the Office. Primary responsibilities include:

- **Budget Development:** Establishing vision and goals; reviewing and managing the development of Appropriations bills and supporting documentation; overseeing the ongoing development of the Senate's budget system; strategizing with Senate leadership; and assisting in guiding the Senate through the budget process.
- **Budget Review and Evaluation:** Establishing vision and goals; reviewing Issue Briefs, Q&As, and similar work products; and integrating the budget development process with the budget review process.
- **Internal Operations:** Developing and implementing Office policies and procedures; long- and short-range planning of Office functions; determining SBEO equipment and technology needs; identifying professional development opportunities for Office staff; and hiring, discipline, management, supervision, and evaluation of the SBEO's nine full-time staff and various Session Aides and Interns.
- **External Affairs:** Developing and cultivating external relationships with legislators, Governor's staff, agency staff, judicial branch staff, House staff, and other interested parties.

The incumbent operates independently with limited supervisory oversight by the Senate Administrative Affairs Committee. All job functions are located at the State Capitol in Atlanta, Georgia, and the position requires limited in-state travel. The incumbent should expect extended work hours during legislative session.

The Georgia State Senate is comprised of 56 elected Senators and approximately 80 full-time staff members. The Senate and the House of Representatives jointly comprise the Georgia General Assembly, the legislative branch of the government of the State of Georgia. The Georgia General Assembly is a part-time legislature and holds legislative session for approximately four months each year. More information about the Senate can be found at <http://www.senate.ga.gov/>.

Minimum Requirements: Bachelor's degree and five years progressively responsible managerial experience in public sector budget development or accounting. Equivalent private sector experience may be considered, but an extensive knowledge of state budgeting practices and processes is required. Strong analytical, communication, and writing skills required. Master's degree and experience with elected officials in a political climate strongly preferred. Salary range is \$90,000 - \$115,000, dependant on qualifications. Excellent benefits including medical and life insurance, retirement, and paid leave.

Send résumé to Jason Fleury, Senate Human Resources Director, at jason.fleury@senate.ga.gov. Deadline for submissions is **May 30, 2010**.

Electronic versions of this announcement and a complete position description are available for download at http://www.legis.state.ga.us/legis/2009_10/senate/hr/vacancies/sbeodirector.htm.